

e. Part-time Employees

Part-time employees will be eligible for holiday pay, at their regular base rate of pay, for the number of hours they are regularly scheduled to work, which is prorated on a 40-hour week.

2. Personal Time Off Eligibility and Maximum Carryover

- a. All employees, except interns and summer hires, accrue PTO, to be used for vacations, personal and family illness and injuries, to conduct personal business and handle personal and family obligations. Part-time employees who work regularly scheduled weeks of 30 hours or more will be eligible for prorated PTO with pay based on the scheduled work week.

Accrued PTO will be prorated based on bi-weekly pay periods at the following rates for full-time employees below the level of Band 2:

Accrual Rates

The bi-weekly accrual rates for full-time employees will be as follows:

[] hours per pay period for less than 2 years of service = [EX. 4] hours/year

[] hours per pay period after the completion of 2 years of service and until completion of 10 years of service = [EX 4] hours/year

[] hours per pay period after completion of 10 years of service and until completion of 15 years of service = [EX 4] hours/year

[] hours per pay period after the completion of 15 years and until completion of 20 years = [EX 4] hours/year

[] hours per pay period after completion of 20 years of service = [EX. 4] hours/year

PTO for all Contractor-designated senior level personnel, Band 2 and above, will accrue at [] hours per pay period. Managers accruing vacation at the [EX. 4] hours per pay period, and whose job assignment was changed due to a reorganization, may have the accrual rate reduced two years after the reorganization.

- b. After the completion of the first six full months of employment, an employee may "borrow" up to 40 hours of PTO in anticipation of subsequent accrual; and if termination occurs, if such accrual does not equal PTO taken, final pay will be adjusted accordingly.
- c. The maximum accrued PTO balance that may normally be carried over into a calendar year is 200-hours for employees who are accruing PTO at a rate less than

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hours per pay period and 240 hours for those who accrue at the rate of hours or more per pay period.

An employee may carry over additional PTO into the next calendar year when justified by operational or work requirements with advance approval of appropriate levels of management and notification to the Human Resources Office. However, such additional time must be used by June 30 of the next year or be forfeited.

- d. Any employee terminating employment will receive full payment of all unused Personal Time Off.
- e. For the purpose of this section, and except as provided for below, service will include credited service at the Laboratory or the Contractor.

For employees hired after the effective date of this Contract, service for the purpose of this section is defined as DOE-credited service performed under a DOE contract.

3. Extended Sick Leave Eligibility and Maximum Accrual

- a. All employees, except interns and summer hires, accrue ESL, to be used for their personal non-occupational illnesses and injuries when such illnesses or injuries exceed 3 consecutive work days. It also is used for absences due to continuing medical treatment of previous illnesses or injuries and for short absences for the treatment of chronic medical conditions as defined by health care providers. Part-time employees who work regularly scheduled weeks of 30 hours or more will be eligible for prorated accrued Extended Sick Leave.

b. Accrual Rates

The bi-weekly accrual rates for full-time employees will be as follows:

$\frac{[EX. 4] \text{ hours per pay period until the completion of 2 years of service}}{\text{hours/year}} = [EX. 4]$

$\frac{[EX. 4] \text{ hours per pay period after the completion of 2 years of service}}{\text{hours/year}} = [EX. 4]$

c. Limitations

- (1) Maximum accrued ESL for any individual will be $\frac{EX. 4}{[]}$ hours.
- (2) Employees terminating service will not receive pay for unused ESL.
- (3) Eligible employees may receive Long-Term Disability Insurance benefits after the $[]$ consecutive working day or after the $[]$ calendar day of full disability. $EX. 4$

4. Short-Term Disability Leave

EX 4
The Contractor's self-funded salary compensation plan (a Short-Term Disability Leave program) will provide income protection in the amount of *EX 4* percent of the employee's base compensation rate when an absence of longer than 14 consecutive calendar days is necessitated by non-occupational illness or injury. Coverage will begin on the *EX 4* calendar day of disability or when all accrued ESL has been exhausted, whichever is later, and may continue through the *EX 4* calendar day or *EX 4* working day of disability, at which time Long-Term Disability (if eligible) begins paying benefits. Regular part-time employees who work regularly scheduled weeks of 20 hours or more and regular full-time employees will be eligible for prorated Short-Term Disability after the completion of six months of service. A physician's statement or certificate will be required in all instances for employees to receive payments under this program.

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5. Paid Funeral Leave

EX 4
Full-time employees are eligible for up to *EX 4* hours for a death in the immediate family (spouse, parents, children, siblings, grandparents, grandchildren, parent-in-laws, or relatives living in the same household with the employee); for other relatives *EX 4* hours of funeral leave will be granted. The number of hours for part-time employees depends on the employee's regularly scheduled work week and is prorated on a 40-hour work week.

6. Paid Military Leave

Employees on military leave shall be subject to certain rights, as detailed in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

a. Training

Full-time employees who are reservists in the armed forces of the United States and who have a short-term military training obligation, such as summer training, to maintain reserve status, will be granted up to two weeks of military training

time (10 work days) per year. During this time, the Contractor will pay the difference, if any, between military pay and the employee's prorated compensation for the actual number of work days involved.

Military training in excess of two weeks during a calendar year will be granted as leave without pay or as PTO, at an employee's option.

b. Active Duty

Regular employees who are reservists and serve on active duty with the State or U.S. Armed Forces will receive compensation that is equivalent to their Laboratory pay. The Contractor will pay the difference, if any, between military pay and the employee's prorated compensation for the actual number of work days involved up to a maximum of 12 months. The compensation differential will take into account all military active duty pay, specialty pay, and allowances except subsistence, travel, uniform, and housing allowances. During this 12 month period, group insurance coverage will continue if the employee elects to continue to pay his/her share of the monthly premiums.

7. Paid Jury/Witness Duty

Employees who have been called to be selected or to serve on a jury impaneled by a civil authority will be authorized time off with pay. Payment will be the difference between the employee's base salary and any fees provided by the court, excluding travel allowance. An employee who has been subpoenaed to testify as a witness in legal proceedings, other than one in which the employee is a party to the suit, may be authorized time off with full pay. Compensation and any monies received, including associated travel expenses, from appearances, as a witness will be treated in the same manner as for jury duty.

8. Paid Voting Time

Employees who are registered voters and who are scheduled to work on a voting day will be allowed no more than two hours off with pay for the purpose of voting in national, state and local elections. If additional time is needed, it may be granted under the provisions of Personal Time Off policy.

9. Paid Time Off Due to Public Emergencies

Employees may be granted time off with pay during a public emergency that effectively prevents their attendance at work or the continuance of work in a normal and orderly manner. A public emergency includes either a national disaster (such as fire, flood, earthquake, inclement weather or act of God) or a man-made disaster (such as demonstration, riot, act of sabotage, or site closure). Authorization for time off with pay for such emergencies will be made by the Director of the Laboratory with approval of the Field Office Manager or his/her designee.

Salary and wage payments allowed under this section will include the assigned shift premium.

Employees may be granted administrative leave with pay for one day per year when extraordinary circumstances such as weather or a site-wide emergency beyond the control of the Contractor precludes normal operations. Leave in excess of one day per year will require Contracting Officer approval.

10. Paid Community Affairs Leave

- a. If the Laboratory as an institution is requested to participate by a volunteer organization, the Laboratory may respond by appointing an individual employee to participate on behalf of the Laboratory using leave with pay. Up to [] days or *EX.4* hours duration per calendar year may be granted, provided:

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- (1) It can be demonstrated that benefit will accrue to the Laboratory and the community as a result of the service.
 - (2) The activity does not involve partisan politics.
 - (3) The leave is approved by the Director or his/her designee within the Laboratory.
 - (4) The approving Laboratory manager will ensure the proposed service does not create, or appear to create, a conflict of interest.
 - (5) Salaries, wages, and fringe benefits associated with the approved paid absence will be allowable costs under the Contract.
- b. Paid time off for "Community Affairs Leave" in excess of [] days or [] hours per calendar year will require prior approval of the Contracting Officer.
- c. If an employee is requested by an organization to participate in or initiates contact with a volunteer organization, any leave so granted will be without pay. The Laboratory may authorize the leave after giving due consideration to the impact of his/her absence.

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11. Paid Sabbatical Leave

The Laboratory has established a Sabbatical Leave Program that provides eligible employees an opportunity to apply for a limited number of assignments. The details of the Sabbatical Leave Program are provided in a Laboratory-level procedure which describes the procedures and the general responsibilities, including the approval process. The assignment must relate to the Laboratory's mission and the employee's career development. Regular full-time and part-time (those working at least 30 hours per week on a regularly scheduled basis) employees with six years of continuous employment are eligible to apply for a sabbatical leave. The Laboratory may fund up to [] of the salary which is negotiated between the Center/Office Director and the

EX.4

Associate Director. Some of the benefits will continue, as outlined in the procedure. The employee must return to work for a period at least equal to the length of the sabbatical leave or reimburse the portion of the salary and benefits paid by the Laboratory during the sabbatical leave. The employee is responsible for travel and relocation arrangements and expenses. The length of the sabbatical leave cannot exceed one year.

Section 8. Unpaid Leaves of Absence

1. General

Periods of approved leave without pay shall not be counted as Contractor service except as required by law or government regulation. The effect of leave without pay on retirement and group insurance plans will be governed by the Group Insurance and Retirement Plan policies in effect at the time the leave begins and in accordance with policies described in this Appendix.

Leaves of absence without pay may be granted to regular employees for the reasons stated below to the extent they will not adversely affect Contract performance. Any leave over 6 months will require Contracting Officer approval. Employer payment of group insurance costs will continue in effect through the end of the month in which the unpaid leave of absence begins.

It is the policy of the Laboratory that employees who are granted an extended unpaid leave of absence for six months or less duration are eligible to return to the same position they held when the leave commenced. Employees who are granted an extended unpaid leave of absence exceeding six months in duration will receive preferential consideration for reemployment upon termination of their leave of absence.

2. Types of Leave

- a. **Family Leave.** Employees can be granted family leave for a period up to 12 weeks during any 12-month period in accordance with the provisions of the Family and Medical Leave Act. Accrued PTO must be used at the beginning of the leave; however, this does not extend the leave of absence period.
- b. **Employee Leave.** Eligible employees can be granted an unpaid leave of absence for personal situations that require an employee's absence from scheduled work up to a maximum of 6 months. Accrued PTO must be used at the beginning of the leave; however, this does not extend the leave of absence period.
- c. **Educational Leave.** Eligible employees (full-time regular) may be granted educational leave for a period of one year for completion of Master's or Ph.D. degrees. A request for an extension of an educational leave must be made within 60 days before the end of each one-year leave. No more than two one-year extensions will be considered.
- d. **Military Leave.** Employees on military leave shall be subject to certain rights as detailed in the USERRA.
 - (1) Training in excess of two weeks during a calendar year will be granted to full-time employees who are reservists in the armed forces of the United States, as leave without pay or as PTO, at the employee's option.

- (2) Active Duty in excess of 12 months will be granted to regular employees who are reservists and serve on active duty with the State or U.S. Armed Forces, as leave without pay.

Section 9. Training and Education

1. General

The Laboratory has established training programs that are consistent with DOE requirements and guidance and with other federal, state, and local regulations and compliance requirements. These programs are implemented in a systematic and orderly management process consistent with the above requirements and industry practices. Training programs are specifically designed to ensure that employees are well-qualified and competent to manage facilities and meet mission requirements. Appropriate employee training and development programs will be allowable costs under the Contract. The Contractor will submit within the first year of the Contract, the training programs and their associated costs for Contracting Officer approval. Annually thereafter, the Contractor will submit the projected costs of the programs and any proposed changes for Contracting Officer approval.

2. Training and Development

Training programs will be conducted, as required, to increase employee skills and efficiency and to prepare participating employees for increased responsibility. Such programs may include, but are not limited to, employee orientation, technical training, job training, Environmental Safety & Health (ES&H) training, supervisory training, and management development.

Appropriate employee training and development expenses will be reported annually to DOE. Contracting Officer approval shall be required for attendance at outside conferences and seminars that exceed seven consecutive calendar days.

3. Educational Assistance

- a. The Contractor may reimburse tuition payment for approved education courses to regular employees who are regularly scheduled to work at least 30 hours per week, when the course is completed with a grade "C" (or equivalent) or better, subject to the following:
 - (1) To qualify for 100 percent reimbursement, course work or degree program must be related directly to knowledge and skills required or desirable to increase or maintain satisfactory performance in the employee's current position; lead to expanded responsibilities in the employee's current position; or lead to a prospective position in his/her field to which the employee may reasonably accede at the Laboratory.

- (2) To qualify for 50 percent reimbursement, the course work or degree program must increase the overall level of an employee's knowledge and skills that will enable the employee to meet the minimum education requirements of other Laboratory positions in a field other than his/her current position.
- b. The benefit of the education to the Laboratory must be clearly communicated and approved by the employee's manager in concurrence with the Human Resources Training Administrator. Reimbursement of tuition, laboratory, library, or other course-required fees, required tests and reading material will be made for individual courses, continuing education credits, Contractor-approved degree programs from accredited colleges and universities, and certificate programs at non-degree or degree granting institutions, subject to the following limitations:
- (1) Degree Programs: Degree programs will be approved only for junior and senior years of accredited four-year degree programs and for graduate degree programs, and include mandatory and elective courses prescribed for the necessary credits to meet the degree requirements. Other tuition reimbursements will be considered on a course-by-course basis.
 - (2) Individual Credit Courses: Will be reimbursed if they relate directly to the employee's current job/position or could lead to expended responsibilities.
 - (3) Continuing Education Credits: Will be reimbursed in order for employee to maintain a current certification.
 - (4) Certificate programs: Will be reimbursed if they are related directly to the employee's current job and/or are initiated by the employee's manager.
 - (5) If the employee is eligible for and receives scholarship assistance or other tuition assistance from any source (such as Veterans' benefits) the Laboratory's reimbursement shall be reduced by the assistance amounts received by the employee from other sources.
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- (6) The Laboratory will ascertain that proper scholastic standing is maintained before authorizing course work for the next term.
 - (7) Reimbursement will be allowed when an employee has to withdraw from a course because of conflicting Laboratory work requirements and when documented in writing by the employee's accountable director.
 - (8) Reimbursement will be conditioned upon the employment relationship continuing throughout the period of instruction and completion of the courses. If an employee voluntarily terminates employment within 6 months of a

reimbursement, the employee shall pay back 100 percent of reimbursement received during the 6 months prior to termination and 50 percent of those amounts reimbursed between 6 and 12 months prior to termination.

- c. When full-time attendance for two weeks or longer at educational institutions is proposed in connection with special education and training courses or research assignments, such attendance shall be subject to approval by the Contracting Officer on a case-by-case basis.

4. Research Participant Program

The Laboratory may sponsor Research Participant Programs (RPPs) which are designed to encourage participation in Laboratory activities by students enrolled in accredited colleges and universities, post doctoral researchers, research associates, senior research associates, sabbaticals, and visiting professionals. This program enables participants to contribute to research and transfer of technology resulting from that research. The programs and their associated costs will be allowable under the Contract as approved by the Contracting Officer.

In some cases, a participant's home organization may pay part or all expenses; in other cases, the Laboratory may pay part or all compensation and provide benefits for eligible individuals. The compensation shall be at current competitive market rates.

- a. **U.S. Citizen or U.S. Permanent Resident Undergraduate Intern Training Programs.** The Laboratory may, from time to time, collaborate with universities and colleges by providing internships to selected students in areas of study mutually beneficial to a student's discipline and the Contract work. The purpose of this program is to offer a learning experience to students in the subject area of energy efficiency and renewable energy. The student shall be expected to work part-time under the Contract at the Laboratory during the period that they are attending school, and may work full-time during school breaks.
- b. **U.S. Citizen or U.S. Permanent Resident Graduate Intern Training Programs.** The Laboratory may select students for employment who participate in graduate collaborative programs in accredited universities and wish to study for an advanced degree in a field related to the Laboratory mission. Students shall be expected to work part-time under the Contract at the Laboratory during the period that they are attending school, and may work full-time during school breaks. Graduate Interns will be assigned to Contract work that will enable them to fulfill the research requirements for their master's thesis or doctoral dissertation.
- c. **Post Doctoral Researcher.** Qualified scientists or engineers who have recently (within three years or less) received a doctoral degree. Appointments provide graduates with practical training and should be offered to participants with demonstrated superior abilities and interest in research and development areas related to the Laboratory mission. Maximum assignment is three years.

- d. **Research Associate.** A senior scientist, engineer, or other professional with 4-12 years of experience. Participants are provided the opportunity to apply their training or specialized background to topics of research in the science and technology of renewable energy related to the Laboratory mission. Maximum assignment is three years.
- e. **Senior Research Associate.** Distinguished scientist, engineer, or other professional with more than 12 years of experience. Participants are provided the opportunity to apply their training or specialized background to topics of research in the science and technology of renewable energy related to the Laboratory mission. Maximum assignment is 1 year.
- f. **Sabbatical Assignments.** Qualified professionals from the academic, business and governmental fields who are scientists or engineers with established records of research productivity and who can meet the Contractor's requirements regarding conflict of interest will be invited to apply for sabbatical assignments, related to the Laboratory mission. Sabbatical assignments are either partially or wholly supported by another institution.

Section 10. Employee Programs

1. Employee Communications

The costs of standard in-house publications to inform employees or the employer about Contract-related topics will be allowable. The Contractor may publish a newspaper or other types of publications of reasonable size and cost for the purpose of promoting employee morale. The Contractor will submit an annual budget in support of the Laboratory program, as part of the Cost Proposal.

2. Employee Awards

The Contracting Officer annually will approve as part of the Cost Proposal a total dollar amount for all awards and recognition ceremonies to be given during that fiscal year by the Contractor. The Contracting Officer will also annually approve the individual types or categories of awards to be given during that fiscal year by the Contractor. Such awards might include the following: Length of Service/Retirement Recognition; Safety Awards; Suggestion Program; and Patent Awards.

a. Service Awards

The Laboratory has an established Service Award Program for the purpose of recognition for employee's service at five-year intervals beginning with five years of service. The service awards presented for years of service shall not exceed a reasonable cost per individual award and shall be approved by the Director's Office. A yearly budget will be submitted as part of the Cost Proposal and approved by the Contracting Officer.

b. Invention Incentive Awards

The Laboratory will establish an Invention Incentive Awards Program for the purpose of rewarding Laboratory employees whose research results in the filing of a United States patent application and/or the issuance of a patent. Invention incentive awards may also be given to authors of copyrighted materials. The cost for the awards will be identified as a separate budget item annually and shall be approved by the Contracting Officer at the beginning of each fiscal year.

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(1) The award amount granted for each patent application filed shall not exceed [EX 4] per inventor up to a maximum of [EX 4] per patent application filing.

(2) The award amount granted for each requested copyright obtained and patent issued by the United States Patent and Trademark Office shall be [EX 4] per inventor up to a maximum of [EX 4] per issued patent. In addition, a commemorative plaque will be awarded to each inventor per issued patent.

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c. Technology Transfer Incentive Awards

The Contractor will establish a Technology Transfer Incentive Awards Program for the purpose of rewarding Laboratory employees for exceptional personal initiative in promoting technology transfer of NREL developments to the private sector. The cost for the awards will be identified as a separate Laboratory budget item annually and approved by the Contracting Officer in the Cost Proposal approval process at the beginning of each fiscal year. Awards may be given to teams or individuals. No more than 12 technology transfer awards will be given each fiscal year. The maximum award to an individual in a fiscal year is [REDACTED]. The maximum amount awarded in the program is limited to the amount approved in the Cost Proposal for the fiscal year.

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3. Employee Assistance Programs (EAPs)/Substance Abuse Programs

The Contracting Officer will approve an EAP and associated costs for services such as employee counseling, referral for treatment and rehabilitation, educational services concerning illegal drug use or other medical, emotional or personal problems of employees. These services should be offered primarily for those problems which adversely affect work site behavior and job performance. Services that go beyond those listed above should be coordinated with services available in benefit programs and through appropriate community resources. Employees using this service shall charge time away from the Laboratory to PTO or ESL.

The Contractor will provide a substance abuse program consistent with the minimum requirements of 10 CFR Part 707, Workplace Substance Abuse Programs at DOE Sites. The program will provide baseline services: education awareness programs on the hazards of using substances in the DOE workplace; supervisory training on their responsibilities with impaired employees; counseling services; a testing program to deter possible use of substances by employees; and the services of a Medical Review Officer. The program will provide for oversight of those subcontractors' programs that are covered by 10 CFR Part 707 and may include provisions for the Contractor to extend the coverage of its approved substance abuse program to subcontractors. Prior review and approval by the Contracting Officer will be required for this program.

An Evaluation shall be conducted annually to determine whether the program is being conducted in an effective manner. The results of the evaluation and the projected cost for the next year will be provided to the Contracting Officer for review.

4. Wellness Program

Reasonable costs of a Wellness Program to promote employee health and fitness will be allowable and may consist of activities such as stress management, smoking cessation, exercise, nutrition, and weight loss. The Contractor shall submit an annual plan describing planned activities to the Contracting Officer for approval.

5. Professional Dues and Licenses

The Contractor may approve the payment of an employee's trade, technical and professional activity costs such as dues and fees for membership in a professional

organization or society, professional licenses, and subscriptions to trade, business, professional, or other technical periodicals. These should be job related and enhance the professional development of the employee, or is seen as a benefit to the Laboratory.

6. Other Programs

a. Medical Program

A clinic will be provided for medical care of occupational injuries and to provide relief for minor physical complaints of employees while at the Laboratory. An occupational health nurse will be in attendance during day working hours.

b. Physical Fitness Program

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The Contractor may establish a program whereby NREL will cost share membership fees, for regular full-time and part-time MRI employees and Battelle seconded staff, in a commercial physical fitness facility determined to be cost effective and accessible to employees. The amount the Laboratory will pay for these services will not exceed [] percent of the membership fee per individual to a maximum of [] per year for all such membership fees. Information specifying the number of participant employees and the resulting costs will be provided to the Contracting Officer annually. This program will be authorized as a temporary, interim measure until such time as a wellness facility at the Laboratory permanent site is constructed and ready for occupancy. At that time, this program will be discontinued.

A yearly budget shall be submitted on a fiscal year basis as part of the Cost Proposal and approved by the Contracting Officer.

c. Recreation and Morale Program

A recreation and morale program, including such activities as softball, bowling, basketball, and other recreational activities deemed worthwhile will be allowed not to exceed the amount negotiated in the annual Cost Proposal. The contribution will be adjusted annually at the beginning of each fiscal year. The adjustment will be based on the Consumer Price Index as of June 1 each year, and such adjustment shall be subject to approval of the Contracting Officer. The Contractor shall submit, on a fiscal year basis, an annual report to the Contracting Officer detailing how the recreation funds were disbursed.

d. Clothing and Equipment

Special laboratory clothing, guard uniforms, safety shoes, and special and/or safety equipment may be purchased and maintained by the Laboratory for use by designated employees when necessary.

e. Blood Donations

Employees who volunteer as donors of blood, without compensation, to the Laboratory Blood Bank, may be excused from work for the period of time necessary to accomplish this purpose. Such time off will not be charged against PTO or ESL.

f. Medical Examinations

The Contractor reserves the right to request any employee or Battelle seconded staff at the Laboratory's cost, to submit to a medical examination to determine the employee's capability to perform his/her assigned task. Reasonable costs of external medical exams will be reimbursed.

g. Commuting Transportation Assistance

The Contractor may approve the payment of mass transportation assistance for employees. A cost evaluation will be conducted annually and reviewed by the Contractor to determine if the program is being conducted in a cost-effective manner. The results of the evaluation and the projected cost for the next year will be provided to the Contracting Officer, and submitted as part of the Cost Proposal to the Contracting Officer.

h. Telecommuting

Telecommuting is an arrangement that allows employees to work from home on a temporary basis to complete short-term assignments and/or projects, or in the case of a serious, documented medical condition or disability. Other arrangements may be evaluated on a case-by-case basis by the Associate and/or Laboratory Director.

i. Emeritus Nomination and Appointment

The Laboratory has established an Emeritus Nomination and Appointment program that provides opportunities to extend the period of association with retired scientists, engineers, or other employees who have demonstrated outstanding and significant leadership in their respective fields. This arrangement provides the emeritus with access to NREL facilities, office space, and limited coverage of professional expenses in exchange for his or her advice, mentoring,

and the benefit to the Laboratory of continued association with the reputation of the emeritus. Individuals with emeritus status are not considered NREL employees.

Section 11. Travel and Relocation

1. General Provisions

Allowable costs for travel, subsistence, and relocation expenses of Laboratory business travelers will be in accordance with the Federal Travel Regulations (FTR), Title 41 CFR, Subtitle F, Chapters 300 – 304.

2. Official Travel

Travel as outlined below, in connection with work performed under this Contract will be reimbursed in accordance with the provisions established by the FTR.

3. Interview Travel

Pre-employment interview travel expenses will be reimbursed according to the provisions in the FTR.

4. Official Local Area Travel

- a. Local area travel is defined as a directed or authorized trip on Laboratory business within 50 miles one way from the business traveler's assigned duty station, normally completed within one day or less, and includes consecutive day trips to attend conferences and meetings lasting more than one day.
- b. Business travelers will be reimbursed for actual costs of local travel by bus, train, taxi, or other public transportation. Based on the lesser of either the distance between their assigned Laboratory duty station and destination, or their home and destination.
- c. Travel by private automobile will be reimbursed at the Laboratory rate per mile actually traveled via the most direct route, plus the actual cost of parking and toll fees. Business travelers will be reimbursed a mileage allowance for the lesser of either the distance between their assigned duty station and destination, or their home and destination.
- d. Business travelers will not normally be reimbursed for meals on local travel. Business travelers may be reimbursed for the actual cost of meals only if a luncheon or dinner is arranged by the conference or seminar sponsor, and is an integral part of that function.

5. Official Domestic Business Travel

- a. Domestic travel includes trips to destinations 50 miles or more from the business traveler's assigned duty station and of duration of 90 days or less.
- b. Employees performing authorized travel may be reimbursed for travel expenses in accordance with official domestic business travel rules in the FTR.

6. Temporary Change of Duty Stations

- a. Temporary assignment at another Laboratory facility.
 - (1) These assignments are for periods in excess of 3 months, but not exceeding 12 months. Approval will be obtained.
- b. Off-Site assignments at non-Laboratory facilities
 - (1) Temporary domestic and international off-site assignments are normally to a work location in excess of 50 miles from the employee's assigned duty station.
 - (2) Temporary off-site assignments are for periods in excess of 3 months, but not exceeding 12 months. Contracting Officer approval will be obtained. Requests will be considered on a case-by-case basis.
- c. Employees who are transferred to another Laboratory facility or are on a temporary off-site assignment at a non-Laboratory location away from their assigned duty station will be eligible for reimbursement of travel and living allowances only, as outlined below:
 - (1) Allowable expenses for travel to and from temporary site and interim living as specified in sections d. and e. below.
 - (2) Allowances for a house hunting trip and the moving of personal effects to and from the temporary site as specified in the FTR.
- d. An employee on a temporary assignment and not accompanied may return home once each four week period, or alternately, the laboratory may reimburse costs for a guest to join the employee in the temporary off-site location. Reimbursement for such trips will be limited to transportation expenses only.
- e. Temporary Living Quarters and Meals and Incidental Expenses (M&IE): Allowable expenses shall be the reasonable and actual costs of lodging for a particular area, for a furnished or unfurnished apartment, and an M&IE allowance shall be paid. The M&IE allowance for each employee, spouse, and children is at the rate for the locality per day or 24-hour period for:

Per Diem	Employee	Spouse (unaccompanied)	Spouse (accompanied)	Children 12 & over	Children Under 12
1 st 30 days	100%	100%	75%	75%	50%
2 nd 30 days	75%	75%	50%	50%	40%

- (1) Rental costs shall include rent, utilities, and rental of furniture, if necessary.
- (2) Any rent received from residence at original location shall offset reimbursement allowable for rent at temporary site.
- (3) Following acquisition of a temporary residence, an employee will be reimbursed for expenses on assignment. This per diem allowance is provided for meals, initial hook-up of utilities, telephone, insurance, laundry and other miscellaneous expenses.

7. Research Participant Program (RPP) Travel

Travel expenses while on Laboratory business incurred by research participants will be paid in accordance with the FTR.

8. Research Participant Program Relocation and Housing Allowance

RPPs will be reimbursed for travel (transportation only) to their assigned duty station site as designated below:

- a. Undergraduate and Graduate students shall be reimbursed one time for reasonable round-trip transportation, at the lowest available coach class airfare, when they reside outside a 50-mile radius from the Laboratory. If an undergraduate or graduate student elects to travel by private automobile, an allowance at the Laboratory approved rate will be paid for actual mileage for the most direct route, but not to exceed the equivalent lowest coach class airfare.
- b. Research Associates, Senior Research Associates, Post Doctoral Researchers and Sabbatical participants shall be reimbursed for transportation, when the permanent residence is more than 50 miles away from their assigned duty station, up to a maximum of \$1,000, not to exceed actual costs, for self, and if applicable spouse and children. If a participant elects to travel by alternative transportation, reimbursement will not exceed the equivalent lowest available coach class airfare.
- c. Housing Allowance: RPPs listed below may receive a monthly allowance if the following circumstances are met: (1) the individual's permanent residence is more than 50 miles away from the Laboratory, and (2) the individual is maintaining two residences during his/her temporary assignment at the Laboratory. Verification of dual residences will be required upon arrival at NREL and annually thereafter. Any rent received from residence at the original location shall offset housing allowances received for the temporary site.

- (1) Post Doctoral Research and Research Associate participants will receive up to \$360 per month for the individual or up to \$520 per month for self, spouse, and dependent children.
- (2) Senior Research Associate participants will receive up to \$600 per month for the individual or up to \$750 per month for self, spouse, and dependent children.
- (3) Sabbatical participants, depending on amount of financial support provided by the home organization, government agency or through other recognized programs, may receive up to \$360 per month for the individual or up to \$520 per month for self, spouse, and dependent children. A Sabbatical participant with 12 years or more of experience will receive up to \$600 per month for the individual or up to \$750 per month for self, spouse and dependent children.

9. Relocation Travel for Temporary Employees

Temporary Laboratory employees may be reimbursed for reasonable one-way transportation expenses to the assigned duty station for self, spouse, and dependent children when the permanent residence is more than 50 miles away from their assigned duty station.

10. Relocation Expenses for New Employees

Relocation costs incidental to the transfer of a newly recruited employee to Laboratory facilities shall be subject to the relocation allowances detailed in the FTR for New Appointees Assigned to First Official Duty Station in addition to those allowances as specified below, and that are not otherwise unallowable under the provisions of the Contract.

a. House-Hunting Trip

An employee moving to a new location may be allowed one house-hunting visit up to a maximum of 5 days, which is included in the separate cumulative totals of 60 days for employees and/or for spouses and dependents allowed for interim living expenses. The normal, actual costs of transportation, coach class airfare, (the Laboratory will obtain, when available, the lowest cost service), or automobile mileage (at the Laboratory rate per mile, not to exceed the total cost of coach class airfare). Reasonable and actual cost of lodging up to the maximum lodging locality rate and M&IE locality rate as permitted by the FTR will be paid in lieu of actual expenses for meals, tips, personal luggage handling fees, and small miscellaneous travel cost items, for the husband and wife only. The per diem allowance is not paid for any personal stopovers enroute. Daily local mileage should not exceed 200 miles per day.

b. Interim Living Expenses

The Contractor recognizes that there are times when an employee is required to live in temporary housing such as a motel/hotel, or apartment while permanent housing is being completed. Therefore, reasonable and actual costs of lodging as permitted in the FTR and an M&IE allowance in lieu of actual expenses for meals, tips, and small miscellaneous items shall be paid. The M&IE allowance for each employee, spouse, and children is at the rate for the locality per day or 24-hour period for:

Per Diem	Employee	Spouse (unaccompanied)	Spouse (accompanied)	Children 12 & over	Children Under 12
1 st 30 days	100%	100%	75%	75%	50%
2 nd 30 days	75%	75%	50%	50%	40%

Employees will be encouraged to locate in an apartment if their stay in a motel/hotel exceeds seven (7) days, but the apartment must be for temporary housing only. The Contractor will pay the above costs in an apartment only if obtained for temporary purposes. No allowance shall be made for charges relating to real estate, mortgage, or leases. Reasonable and actual costs of long distance phone calls will be paid only if such calls are necessary to facilitate the process of relocations, and do not exceed two such calls of reasonable length per week.

c. Allowances for Moving

- (1) The Contractor will pay the reasonable and actual cost of packing, crating, moving and temporary storage, and insuring of employee's household goods and personal effects. The maximum allowable weight which may be moved is 18,000 pounds. If employees elect to move themselves, they will be reimbursed under the commuted rate system. Household goods are those items normally used inside the home to maintain or furnish a residence. Motorized and non-motorized vehicles, such as motorcycles, ATV's, boats, trailers, etc., and pets, plants, lumber, bricks or stones, satellite dishes, green houses, storage sheds, and similar items, are not considered household goods and therefore moving of such items will be the responsibility and expense of the employee, even if the total household goods shipment does not exceed 18,000 pounds. The move must occur within 12 months of initial employment and shall be covered from one point of loading to one point of unloading (except in the case of authorized storage).
- (2) Employees and their families will be reimbursed for actual costs of coach class airfare (the Laboratory will obtain, when available, the lowest cost service). If an employee elects to drive to the new location, total transportation reimbursement will be at the Laboratory rate per mile for one car, not to exceed the total coach class airfares for the most direct route for the number of immediate family members riding in the car. An M&IE allowance in lieu of actual expenses for tips, personal luggage handling fees, and small miscellaneous travel cost items shall be paid. The allowance for each employee, spouse, and child 12 years of age or older is the M&IE rate for the locality and 70 percent of the rate for each child under 12 years of age. The M&IE will be reimbursed at the standard pro-ration of 3/4 day on the first day and the last day of travel. The allowance will not be paid for any personal stopovers enroute. Reasonable and actual lodging up to the maximum lodging locality rate permitted by the FTR will also be paid. If the employee elects to drive, reimbursement shall be paid only for those days where traveling is in excess of 300 miles per day with the exception of the first and last days unless otherwise approved by Human Resources and when a second car is necessary as transportation due to conflict of scheduling or when deemed necessary.
- (3) The normal and customary storage charges for household goods will be paid up to a maximum of sixty days for 18,000 pounds or less. Charges for access to these goods may be allowed only if necessary.

d. Miscellaneous Costs

An amount of \$1,000 may be paid to relocating employees in lieu of actual costs for other necessary and reasonable expenses such as disconnecting and connecting household appliances, automobile registration, drivers license, and use taxes, and forfeited utility fees and deposits. Receipts are not required.

e. Allowable Trips Home

Employees shall be allowed a maximum of one trip to the point they are moving from if members of the immediate family are still at that location. Any additional consideration for trips to the point of departure must be approved by Human Resources and the DOE Contracting Officer. Reimbursement of such trips will be limited to transportation expenses only.

f. Closing Costs on Sale of Residences

Costs associated with the sale of homes will be allowed for new employees hired in jobs in Salary Band 2 and above who were homeowners at their previous work locations, for up to 10 percent of the sale price of the property sold (before allowable gross up of the income taxable portion of these expenses), in accordance with the FTR, including but not limited to the following items:

- (1) Brokerage fees
- (2) Legal fees
- (3) Appraisal fees
- (4) Mortgage prepayment penalties
- (5) Mortgage satisfaction fees
- (6) Title insurance
- (7) Closing costs
- (8) Trustees fees
- (9) Escrow fees
- (10) Tax service fees
- (11) Termite inspection fees
- (12) Property inspection fees
- (13) Environmental testing fees

g. Ownership Costs

Continuing costs of ownership of vacant former actual residences being sold (before allowable gross up of the income taxable portion of these expenses), such as maintenance of building and grounds (exclusive of fixing up expenses), utilities, taxes, property insurance, and mortgage interest, etc., after settlement date or lease of new permanent residence shall be reimbursed. These costs in addition to the sales costs covered under section f. above will not exceed 14 percent of the sales price of the property sold. Costs incident to acquiring a home in a new location, except that 1) these costs will not be allowable for newly recruited

employees who, before the relocation, were not homeowners, and 2) the total costs shall not exceed five percent of the purchase price of the new home.

h. Area Location

No reimbursement for relocation expenses will be made if the employee already resides in the metropolitan area in which the Laboratory facility is located. The metropolitan area shall be defined as within 50 miles of the Laboratory.

i. Recovery of Payments

The Laboratory shall inform the newly-hired employee in writing that if within 12 months after the hire date the employee resigns or is discharged for cause, the employee will be liable for return of all funds paid for relocation. The Laboratory shall be required to refund or credit such relocation costs to the DOE.

11. Relocation Expenses for Existing Employees

Existing employees of the Laboratory who are transferred to another Laboratory facility shall be subject to the relocation allowances detailed in the FTR for Transfers Between Official Duty Stations. Relocation are expenses incident to the permanent change of duty assignment of an existing employee for a period of no less than twelve months. In addition, the provisions as specified below will apply:

a. Relocation costs may include, but are not limited to, the type of costs covered in sections c. and d. below, and are allowable to the extent therein set forth provided:

- (1) The move is for the benefit of the Contract work.
- (2) Reimbursement is in accordance with an established policy or practice consistently followed by the Laboratory in connection with its private operations, and such policy or practice is designed to motivate employees to relocate promptly and economically.
- (3) The costs are not otherwise unallowable under the provisions of the Contract.
- (4) The amounts to be reimbursed shall not exceed the actual (or reasonable estimated) expenses or other limitation on allowability set forth in Section 11. Travel and Relocation.

b. Allowable relocation costs include the following types of expenses:

- (1) Travel expenses, including costs of transportation, lodging, subsistence, and reasonable incidental expenses of the employee and members of the immediate family and transportation of household and personal effects to the new location.

- (2) Expenses incurred incident to locating a new home, such as advance trips by employees and spouses to locate living quarters, and temporary lodging and subsistence.
 - (3) Other necessary and reasonable expenses normally incident to relocation, such as costs of canceling an unexpired lease, disconnecting and reinstalling household appliances, and purchase of insurance against damages to or loss of personal property. Costs of canceling an unexpired lease shall not exceed three times the monthly rental.
 - (4) Travel expenses and other expenses incidental to relocating a new home shall be governed by the provisions set forth in this part.
- c. The following types of relocation expenses are allowable, but the combined total of costs covered in (1) and (2) below shall not exceed 14 percent of the sales price of the property sold:
- (1) Closing costs (i.e., brokerage fees, legal fees, appraisal fees, etc.) incident to the sale of the actual residence owned at old location by the employee when notified of the transfer.
 - (2) Continuing costs of ownership of the vacant former actual residence being sold, such as maintenance of the building and grounds (exclusive of fixing-up-expenses), utilities, taxes, property insurance, mortgage interest (FAR Part 31.205-35(a)(3); (a)(4); and (c)(3) Relocation Costs) etc., after settlement date or lease date of new permanent residence.
- d. Costs incident to acquiring a home in a new location, except that 1) these costs will not be allowable for employees who were not homeowners before the transfer, and 2) the total costs shall not exceed five percent of the purchase price of the new home.
- e. Relocation costs of the following types are unallowable whether incurred by the employee or by the Laboratory:
- (1) Loss on sale of home.

12. Official Foreign Business Travel

All foreign travel will be made in accordance with the DOE Official Foreign Travel Order and the FTR.

Section 12. Recruitment

1. Reimbursable expenses incurred in recruiting of personnel will include necessary and reasonable costs.
2. An annual recruiting budget is included in the yearly Cost Proposal which is reviewed and approved by DOE. Allowable recruiting expenses include but are not limited to:
 - a. Transportation, lodging, meals, incidental and other expenses for interviewees, and when approved on a case-by-case basis for spouses, during their stay for the interview and in traveling to and from their home to the Contractor location where they are interviewed subject to the limitations under Section 11. Travel and Relocation of the Appendix.
 - b. Costs associated with pre-employment screening, including the costs of the interviewee travel to and from his/her home to a contractor-specified location for the purposes of medical evaluation or drug testing, when required, for the position being considered.
 - c. Recruitment advertising, recruitment-related employment office expenses, travel of employees on recruiting assignments, preparation of booklets and other recruitment materials, and use of employment agencies not in excess of standard commercial rates.
 - d. Payments under the NREL Employee Referral Bonus Plan

Section 13. Community Programs

The cost of participating in community activities that are intended to promote stakeholder and community outreach will be allowable. The Contractor will submit an annual budget in support of the Laboratory program as part of the Cost Proposal.